

**DEPARTMENT OF REGULATORY AGENCIES
COLORADO DIVISION OF INSURANCE
1560 Broadway, Suite 850, Denver, CO 80202**

Colorado Continuing Education Course Approval Application Instructions

Revised March 17, 2005

1. An application for course approval with the required attachments (and fee, if required) must be completed and received by the Continuing Education (CE) Administrator at the above address a minimum of sixty (60) days in advance of the date the course will be offered for CE credit.
2. THE APPLICATION FOR COURSE APPROVAL MUST BE TYPED OR PRINTED LEGIBLY. Distorted photo copies or fax copies will **not** be accepted. Call (303) 894-2418 to request an application or visit our website at: www.dora.state.co.us/insurance. All continuing education forms can be found under the "Producer Licensing" tab.
3. THE COURSE APPLICATION MUST BE COMPLETELY FILLED OUT, INCLUDING:
 - ⇒ Name & address of sponsoring entity (course provider): The company, sponsoring entity, or school responsible for conducting the course and maintaining records of successful completion. (See Colorado Insurance Regulation 1-2-4, Section 8, Record Keeping). It is **important** that the name of the course provider be entered the same way each time you submit an application and that the provider's FEIN/EIN be provided. If the course provider's name, address, or phone number changes, please submit that information in writing to the CE Administrator at the Colorado Division of Insurance. Also, please include sponsoring entity's EIN number.
 - ⇒ Contact person: This is the person the CE administrator and the producer can contact for information about the course. If the name of the contact person changes, please submit that information in writing to the CE Administrator at the Colorado Division of Insurance. (*Only the contact person is authorized to submit applications for course approval.*)
 - ⇒ Date of Course: The date the course will first be offered must be at least sixty (60) days following the date the application was filed with the CE administrator. If the date the course will first be offered has not been determined, please be advised that you will not be able to use it prior to the date the Division approves it. You may offer the course for CE credit any time after receiving written confirmation of approval. The course may be offered as often as you like until its expiration date and you do not need to notify the Division of future dates. (See Colorado Insurance Regulation 1-2-4, Section 7, Approved Courses).
 - ⇒ Number of credit hours: Enter the number of hours being requested by the type.
 - ⇒ Names and Signatures of Authorized Representative(s): Please provide the primary person(s) authorized to sign course completion certificates. Instructors should not sign course completion certificates unless the instructor is listed as an authorized representative. Authorized representative(s) must ensure course completion certificates are **accurately** completed and that the producer receives proper CE credit. In a situation where the authorized representative(s) changes, it is the responsibility of the former representative(s) to provide complete information regarding approved courses to the new authorized representative(s), including copies of approved course application form(s), showing the course number, number of approved credits, and the effective and expiration date; and, course roster(s) showing date(s) the course was presented and a list of attendees.
4. Course providers are required to submit via paper or online via Sircon, on no less than a monthly basis, a course roster, for each course taught, of all producers and the amount of continuing education credit received to Promissor. You will receive more information on this once your course is approved and you become a course provider.
5. The following information that must be included:
 - A non-refundable filing fee of \$20.00 for each course application (if applicable, see Colorado Insurance Regulation 1-2-4, Section 7.B.2.(d)). Please make check payable to: Colorado Division of Insurance.
Note: Insurance companies are exempt from paying the nonrefundable \$20.00 filing fee.

- The necessary attachments to approve the course:

Classroom/Lecture Course

(Fifty Minutes Equals One Credit Hour)

- 1) Detailed time outline.
- 2) Instructor qualification form (CE-02, revised 01/08/01). *A separate form for each instructor should be provided for each application.*
- 3) Postage-paid, self-addressed return envelope.
(See Colorado Insurance Regulation 1-2-4, Section 7)

Self-Study Course

(Ten Pages of Written Material Equals One Credit Hour)

- 1) A copy of the table of contents from all textbooks used.
- 2) A sample of the competency examination.
- 3) Postage-paid, self-addressed return envelope.
(See Colorado Insurance Regulation 1-2-4, Section 7)

Computer-Based Course

(One Minute per Screen -- Sixty Screens Equal One Credit Hour With Extra Minutes Given If Video(s) Are Included.)

- 1) Detailed outline showing the breakdown of information on each screen.
- 2) Course description for computer based training form (CE-05, Revised 01/07/05).
- 3) Instructor qualification form (CE-02, revised 01/08/01) if a video presentation is included.
- 4) A sample of the competency examination.
- 5) Postage-paid, self-addressed return envelope.
(See Colorado Insurance Regulation 1-2-4, Section 7)

6. NAIC CE Reciprocity Agreement

Colorado is a signatory party to the NAIC CE Reciprocity Agreement. The NAIC CE course filing form or Midwest Zone Standard Continuing Education Filing Form should be completed and the following items should be provided:

- 1) A copy of the Course Home State Approval.
- 2) If a classroom/seminar course, a detailed time outline.
- 3) A \$20.00 filing fee. Please make check payable to: Colorado Division of Insurance.
- 4) Postage-paid, self-addressed return envelope.

Note: Insurance companies are exempt from paying the nonrefundable \$20.00 filing fee.

7. No course shall be offered or advertised as approved until the course provider has received written notification of approval. The Division of Insurance shall notify the course provider of approval or disapproval of the course within 30 days of receipt of the application. Announcements, advertisements, and information about courses designated as approved courses by the Division of Insurance, shall contain the statement, *"This course is approved by the Colorado Division of Insurance for Continuing Insurance Education Credit,"* followed by a statement of the number of credit hours. If the course offered contains material that is not approved, the announcement, advertisement or information must clearly state the amount of course time which is not approved for continuing insurance education credits. Announcements, advertisements or information about approved courses shall contain clear and concise statements about the cost of the course, cancellation procedures, and tuition refund policies.
8. Please review Colorado Insurance Regulation 1-2-4, "Continuing Education Requirements For Licensed Insurance Producers", for rules and guidelines you must follow as a Colorado CE course provider.
9. If you are adding an additional instructor for an already approved course, please complete the Instructor Qualification Form CE-02 and reference the 5-digit Colorado Course Approval Number.